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The UCF Report, Vol. 07 No. 22, January 16, 1985

University of Central Florida

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The UCF Report

Volume 7, Number 22

For Faculty and Staff

January 16, 1985

Combining talents

UCF puts together a national seminar



Graduation Day

Proudly displaying certificates signifying completion of a 2-month crash course in marketing, a 10-member delegation from the People's Republic of China are joined by officials from UCF and neighboring Westinghouse Power Generation World Headquarters, which had asked the University to plan a curriculum and teach the visitors. All are officials in government ministries and corporations in their homeland.

Sponsored Research and Extended Studies combine to put on a national seminar next month that is a first for the University.

The seminar will be for the National Institutes of Health (NIH) and it will bring between 200 and 250 researchers from across the nation to meet at the Hilton Inn, Florida Center, 7400 International Drive, Feb. 27 through March 1.

Work sessions will run a day and a half and cover the changes in federal contracts under the new Federal Acquisition Regulation, with emphasis on post-award administration. Such seminars are not held annually, but as NIH feels they are needed. Two more like the Orlando one will be held in Irvine, Cal., and St. Louis later.

Carl A. Fretts, director of the Division of Contracts and Grants, and others from NIH will be the speakers.

Grants Management Coordinator Rusty Okoniewski got the idea of offering UCF's services three years ago from a brochure announcing that University of Connecticut's Extended Studies was sponsoring an NIH seminar.

Okoniewski called NIH to say that when they wanted to put on another seminar UCF would be glad to help. "I didn't hear anything until last summer when I got a call and the agreement was made to hold a seminar in Orlando."

Assistant Dean Jennie Loudermilk took over arrangements for the seminar site and will be present during the meetings to see that everything runs smoothly, assigning assistants from Extended Studies to serve wherever needed.

Although the site is on the far side of Orlando from the University, Dr. Loudermilk explained good reasons prevailed in the choice.

"Favorable rates, as well as the right facilities, played a part. Incomes of people who work for universities, hospitals, labs, medical schools and health institutes had to be considered. Nearness to tourist attractions was a factor because those attending are likely to bring families for a Florida vacation," she said.

Okoniewski added, "We think we put together a very attractive package and that both NIH and the researchers attending will be pleased. As a state university we were able to render the service at less cost than an agency."

"From our standpoint, staging a national seminar spreads the name of UCF in a favorable way where it can help us in the future."

Craft teachers exhibit works

George Lowe (adjunct/Ceramics) and Jan Ring (adjunct/Fibers & Fabrics) share a joint display of their crafts at the UCF Art Gallery until Feb. 8.

The "Clay and Fiber" show is free and open to the public in the third floor gallery of the Humanities and Fine Arts Building Monday through Friday 8:30 a.m. to 4:30 p.m.

Holocaust author to speak at UCF

Faculty and students are invited to a lecture on America and the Holocaust, to be given in the Engineering Auditorium on Monday, Jan. 21, at 8 p.m.

The speaker will be Professor David S. Wyman of the University of Massachusetts at Amherst. He is the author of the recently published *Abandonment of the Jews: America and the Holocaust, 1941-45* (Pantheon). An earlier book was entitled *Paper Walls: America and the Refugee Crisis, 1938-1941*.

Wyman earned his doctorate in history at Harvard and twice has been chairman of the Judaic Studies Program at Massachusetts.

The Judaic Studies Program at the Department of Foreign Languages and the International Studies Center are sponsoring his appearance at UCF.

Here's a combo that really is!

A unique combination of music and musicians will appear at UCF and other local campuses with clinics and a concert this week.

Touted as "a refreshing musical union whose dynamic sound is capturing the imagination of audiences throughout Florida," Strings Attached features an array of instruments and artists led by the legendary jazz trumpeter Ira Sullivan.

The Miami-based group will be at UCF at 10 a.m. Thursday to present a 90-minute free clinic open to all in the music rehearsal hall.

UCF Canoe Challenge Race to aid Muscular Dystrophy

Muscular Dystrophy is the target of a 4-hour challenge race in canoes Jan. 26 to benefit the MD Association to determine if the UCF crew team can be beaten.

The campus event, to be staged at Lake Claire recreation facility, will feature 12-member teams of men, women, or mixed boats.

Each team entered is required to obtain at least one sponsor with a \$40 contribution to MD. However, teams may sign up as many sponsors as

possible.

The day's activities are being coordinated by the UCF crew, which will furnish canoes, paddles and life preservers for participants.

Each team entering is asked to wear jerseys that identify the group, said UCF crew member Mac Russell, who issued the challenge to local teams.

Entry forms are available at UCF's Student Center, or by calling Russell in the evening at 273-5929. There is a Jan. 17 entry deadline.

UCF Library invites public to inspect new facilities

February 10 will be a red-letter day at UCF when campus and community join forces at the 200,000 square-foot university library in an afternoon celebration calculated to provide some surprises.

The day's activities will mark the formal dedication of the \$7.6 million addition to and renovation of the original library that has served as a UCF landmark since 1968 when classes first began.

In addition to an open house and tours of the five-story facility, there will be special exhibits, a public reception and other events still in the planning stage, said Anne Marie Allison, director of UCF libraries.

The principal speaker for the event will be Dr. Robert L. Middlekauff, director of the renowned Henry E. Huntington Library in San Marino, California.

The Huntington houses one of the nation's largest collections of material on U.S. and British civilization from the Middle Ages through the mid-19th century.

Health director talks on smoking

John Langdon, MD, incoming director of Student Health Services, will give a talk on the Commons on "Smoking and Your Health" Thursday, Jan. 17, at 4 p.m.

Langdon, a University of South Dakota assistant professor and Sioux Falls medical doctor, is not due to take over the UCF post until April 1. He is on campus this week in preparation of his future duties.



On Jan. 1, 1985, the salary ranges of Career Service pay grades were revised by the Department of Administration. The pay grade minimums were increased by 4.29% and the maximums were increased by 19%.

Our Wage and Salary staff is preparing an updated class title listing with the new ranges. The listing should be available for distribution within the next week. If you require a listing for your department please notify Wage and Salary. Requests will be processed as soon as possible.



Feb. 11-13

Prevention of Alcoholism & Drug Dependency

at: Las Palmas Inn

Feb. 13-April 15

RE II Broker Course

at: WPHS

Feb. 18-April 4

GRE Review Class

at: St. Richard's Episcopal Church

Feb. 21-23

RE Post Education

at: UCF

Feb. 25-March 25

RE Residential Valuation

at: WPHS

Feb. 26-28

Design of Training Systems

at: Howard Johnson's

UCF golfers pick slate for 1985

UCF Golf Association elected 1985 officers at its mystery outing and annual meeting at Cypress Woods Country Club in Winter Haven.

Elected to serve in 1985: President, Phil Walker (Financial Aid) x2827, Vice President, Pat DeWoody (Physical Plant) x2471, Secretary Treasurer, Art Lehmann (Education) x2294, Member at large, Dick Beutinger, Handicap Chairmen, John Blackwood and Pete Hodgson (Computer Center) x1770, Historian, Carrie Johnston (Retired) 365-3309, and Data Services Coordinator, Jim Radford (Computer Services) x2775.

Faculty and staff are invited to join the association and participate in the outings. The annual membership dues are \$15.

Applications may be obtained from Art Lehmann or any of the officers. Eleven tournaments are held each year at various courses in Central Florida. Courses included in this year's schedule include the three Disney courses, Indian Pines, Orange Lake, La Cita, Dubsdread, Spuce Creek, Polciana and another great Mystery Outing.

New heart drugs tonight's subject

Florida Heart Institute's monthly lecture at Loch Haven Arts Center will be on "Newer Drugs and the Treatment of Congestive Heart Failure," today, Wednesday, January 16, at 7 p.m.

The speaker will be Leon I. Goldberg, MD, chairman of the Committee on Clinical Pharmacology, University of Chicago.

Official memoranda

To: UCF Community
From: Toney W. Bryant,
Director, Internal Auditing
Subject: Internal Control Standards

Internal control standards to be followed by University departments and agencies in establishing and maintaining systems of internal control are hereby established.

The internal control standards define the minimum level of quality acceptable for internal control systems in operation and constitute the criteria against which systems are to be evaluated. These internal control standards apply to all operations and administrative functions but are not intended to limit or interfere with duly granted authority related to development of rule making, procedures, or other discretionary policy making in the University.

General Standards

Reasonable assurance. Internal control systems are to provide reasonable assurance that the objectives of the systems will be accomplished.

Supportive attitude. Managers and employees are to maintain and demonstrate a positive and supportive attitude toward internal controls at all times.

Competent personnel. Managers and employees are to have personal and professional integrity and are to maintain a level of competence that allows them to accomplish their assigned duties, as well as understand the importance of developing and implementing good internal controls.

Control objectives. Internal control objectives are to be identified or developed for each University activity and are to be logical, applicable, and reasonably complete.

Control techniques. Internal control techniques are to be effective and efficient in accomplishing their internal control objectives.

Specific Standards

Documentation. Internal control systems and all transactions and other significant events are to be clearly documented and the documentation is to be readily available for examination.

Recording of transactions and events. Transactions and other significant events are to be promptly recorded and properly classified.

Execution of transactions and events. Transactions and other significant events are to be authorized and executed only by persons acting within the scope of their authority.

Separation of duties. Key duties and responsibilities in authorizing, processing, recording, and reviewing transactions should be separated among individuals.

Supervision. Qualified and continuous supervision is to be provided to ensure that internal control objectives are achieved.

Access to and accountability for resources. Access to resources and records is to be limited to authorized individuals, and accountability for the custody and use of resources is to be assigned and maintained. Periodic comparison shall be made of the resources with the recorded accountability to determine whether the two agree. The frequency of the comparison shall be a function of the vulnerability of the asset.

Audit Resolution Standard

Prompt resolution of audit findings. Managers are to (1) promptly evaluate findings and recommendations reported by auditors, (2) determine proper actions in response to audit findings and recommendations, and (3) complete, within established time frames, all actions that correct or otherwise resolve the matters brought to management's attention.

To: UCF Administrators, Faculty, Staff
From: Etta Jean Smith,
Office Operations Manager, Computer Services
Subject: Professional Office Support System

IBM's Professional Office Support System (PROFS) is now available on UCF's IBM 4341 mainframe computer. PROFS offers electronic communications through notes, messages and documents. In addition it handles individual calendars and scheduling of group meetings. Demonstrations of PROFS will be held for all interested administrators, faculty and staff during the latter part of January. Times and places will be announced as soon as final arrangements have been made.

PROFS is currently being made available to offices using any of the terminals listed below:

Mainframe Terminals
IBM 3178, 3180
Courier

Personal Computers
IBM with 3101 or IRMA
IBM 3270

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Beehive
Televid 900 series

Forms to request PROFS accounts may be obtained in ADM 384, or by calling x2302.

To: The University Community
From: Dick Scott,
Director of Business Services
Subject: Increase in Postal Rates

Effective Feb. 17, 1985, all postal rates will be increased by the United States Postal Service. Please take note of the following rate increases in planning and budgeting for future mailings:

Summary of Postal Rate Increases

	Former Rates (cents)	New Rates (Cents)
First Class		
Nonpresorted Letters		
First ounce	20	22
Additional ounces	17	17
Cards		
Basic card rate	13	14
Presorted cards	12	12
3/5 digit presort		
Carrier route pre-sort	11	11
Business Reply		
Adv. deposit acct.	5	7
Other bus. reply	18	23
Priority Mail	\$2.24 to \$70.96	\$2.40 to \$72.24
Express Mail	\$5.85 to \$93.00	\$8.35 to \$104.95
Second Class		
In County 1/		
Per pound	4.1	5.8
Per piece	2.6/2.1	3.3/1.5
Outside		
Nonprofit: 1/	per pound 8.0 - 20.7	7.5 - 23.9
	per piece 3.3 - 5.9	1.0 - 6.5
Regular Rate:	per pound 12.8 - 38.3	11.8 - 28.9
	per piece 4.4 - 7.0	3.8 - 12.3
Classroom: 1/	per pound 4.7 - 16.6	6.3 - 21.1
	per piece 2.6	2.9 - 3.9
Third Class		
Single Piece	\$2.20-1.35	\$2.22-1.38
Bulk Rate Regular		
Min. Piece Rates		
Required	11.0	12.5
Five Digit	9.3	10.1
Carrier Route	7.4	8.3
Pound Rates	45.0 Req.	38.0 Car-
	Presort Level 2	rier Route Presort Level 3
Nonprofit Bulk 1/		
Minimum Pieces Rate		
Required	5.2	6.0
Five Digit	4.3	4.9
Carrier Route	3.3	3.4
Pound Rates	23.3 Req.	20.9 Car-
	Presort Level 2	rier Route Presort Level 3
Fourth Class		
Parcel Post	\$1.38 to \$18.66	\$1.19 to \$24.35
Bound Printed Matter		
Single Piece	\$6.69-2.78	\$5.55-5.49
Bulk	\$3.51-2.33	\$2.26-4.98
Special Rate		Presort Level 4
First pound		
Unpresorted	63	69
Level A presort (5-D)	46	47
Level B presort (BMC)	58	60
Additional pounds		
to 7 pounds	23	25
over 7 pounds	14	15
Library Rate 1/		
First pound	35	40
Additional pounds		
to 7 pounds	12	14
over 7 pounds	7	8

Please call Campus Postal Service, ext. 2400, with any questions.

Official memoranda

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To: All Employees
From: Ken Dederling,
Property Management
Subject: Property Sale/Office Machines

There will be a closed bid sale of surplus office machines held on Thursday, Jan. 24, 1985. Items will be available for inspection from 10 a.m. to 2 p.m. on both Wednesday, Jan. 23, and Thursday, Jan. 24, near the Print Shop.

Items offered for sale will include:

Typewriters	Calculators
Video Monitors	VCR's (reel-type)
Dictating machines	Tape recorders
Movie projectors	Other misc. items

Bid forms will be available at the inspection site or by calling Ken Dederling at x5084.

Fall 1984 Consultation

(Following are the official minutes of the Fall 1984 Consultation between the United Faculty of Florida and the Administrators of UCF on Oct. 11, 1984.)

Attendance:

Administration: President Colbourn, Drs. Juge and Surles
UFF: Drs. Kujawa, Teeple, Stern, Joels, Dutton, Hoglin and Utt; Ms. Marmaduke and Ms. Hudson

Salary Increases and Promotion and Tenure Decisions for 1984/85

Dr. Kujawa requested the following information for increases, promotion and tenure:

- Salary increases:
 - average percentage increase by department and college
 - amount allocated by college
- Promotion and tenure:
 - number applying in each college or equivalent unit
 - outcomes by college or equivalent unit at each level, including reversals

Dr. Juge agreed to provide the data in the near future. (Portions are appended to these minutes.)

Merit Pay Criteria

Dr. Kujawa indicated that some faculty would like to see the establishment of college-wide criteria instead of departmental merit criteria.

Ms. Hudson said that the language of the Agreement does not prohibit college-wide criteria as long as they are developed by departmental faculty.

Dr. Juge questioned how much uniformity we could ensure with college-wide criteria. Dr. Stern said he was optimistic that there would be more uniformity than we might anticipate.

Dr. Kujawa said that ultimately individual departments must discuss and vote on any college-wide criteria. He further stated that members of any college-wide criteria committees should be elected by the departmental faculty. President Colbourn and Dr. Juge indicated their agreement.

Instructor's Salaries:

UFF contended that instructors' salaries in some departments are lower than salaries paid to adjuncts, and submitted a two-page exhibit in support of their claim. The UFF also submitted a three-page exhibit to compare salaries at UCF with those at Valencia Community College and in the Seminole Schools. Minimum 1984/85 nine month salaries for masters degree holders were: UCF instructors \$13,547; Valencia \$15,423

Tour of Greece set for spring

A 16-day tour of Greece that features a 7-day Greek island cruise will be offered through UCF this spring. The cost of the trip, which includes round-trip airfare from Miami, land and cruise accommodations and most meals, is \$2,295.

Tour dates are May 30 - June 14. Four complete information contact Tim O'Keefe, the tour leader, at x2681.

and Seminole County \$14,315. President Colbourn and Dr. Juge expressed concern and Dr. Juge agreed to look at patterns in various departments to ensure equity. President Colbourn said that two serious issues were involved: comparison with community colleges and sex equity. He gave his assurance that both issues would be addressed. (Subsequently, with the help and cooperation of Interim Dean Rollins, eight instructors of English received retroactive increases of two half-steps each, as a partial step in achieving equity. This raised UCF minimum to \$14,271.)

Laboratory Teaching Hours and Credit:

Dr. Kujawa said that Physics instructors are carrying heavier loads than faculty in other departments. He pointed out the fact that lab teaching, which provides less credit, contributes to the problem, especially now that the Physics Department has the responsibility to provide a laboratory course for engineers.

He noted that during the summer, loads of 16-18 hours have constituted full-time assignments. He emphasized that little relief will be provided by our new graduate program in Physics, at least in the next two or three years.

Ms. Hudson suggested this item be postponed until the November consultation, but that these issues be investigated prior to the next consultation. Dr. Juge agreed to investigate the matter.

Article 15.2:

"...each employee eligible for tenure shall be apprised in writing..." UFF asked how the University implements this requirement. Dr. Juge responded that the University uses a form campus-wide to apprise eligible faculty. He said that Academic Affairs informs the chairmen and deans of the need to distribute these forms annually and that no problems had been reported with the process. He further stated that progress toward promotion is routinely conveyed by letter.

Salary Equity Study:

In view of the late notification of the deadline for filing salary equity adjustment requests, UFF requested an extension of the deadline to October 26 for the identification of adversely affected staff. Ms. Hudson said the extension would give UFF an opportunity to try to resolve cases informally.

UFF and Dr. Colbourn mutually agreed to waive compliance with Article 23.2b(1)h of the Agreement and extend the date for seeking redress for faculty salary inequities. (The new deadline of October 26 was announced in the UCF Report of October 17.)

It was also agreed that attempts would be made to resolve concerns informally.

Early Retirement Program:

Dr. Juge indicated that Dr. Dan Coleman will provide a computer listing of eligible individuals for early retirement. He plans to invite a representative of the Division of Retirement to discuss related issues and questions. (A meeting was held December 3, 1984. This meeting was announced in the UCF Report of November 21.)

Other

President Colbourn commented on the impact of Amendments 7 & 8 on the University's development and urged support of their passage.

He expressed concern about the plight of Career Service salaries and asked for UFF's support in improving conditions. He updated the group on space problems at the University and SUS capital outlay priorities for next year.

Average Salary Increase — Unit Faculty:

College	% Increase
Arts & Sciences	5.82
Business	6.94
Education	5.71
Engineering	5.91
Health	5.44

PROMOTION 1983 - 1984

	DEC		Chair		CPC		Dean		UPC		VP/Pres	
	Pos.	Neg.	Pos.	Neg.	Pos.	Neg.	Pos.	Neg.	Pos.	Neg.	Pos.	Neg.
Associate*	11	-	11	-	9	2	11	-	10	1	10	1
Professor	7	-	7	1	7	1	7	1	5	3	5	3
TOTALS	18	-	18	1	16	3	18	1	15	4	15	4

*One candidate without DEC vote - no department

TENURE 1983 - 1984

	DEC		Tenured Faculty		Chair		CPC		Dean		UPC		VP/Pres	
	Pos.	Neg.	Pos.	Neg.	Pos.	Neg.	Pos.	Neg.	Pos.	Neg.	Pos.	Neg.	Pos.	Neg.
Assistant	10	-	9*	1	10	1	11	-	10	1	10	1	9	2
Associate	4	-	4	-	4	-	4	-	4	-	4	-	4	-
Professor*	3	-	2	1	1	-	2	1	3	-	3	-	3	-
TOTALS	17	-	15	2	15	1	17	1	17	1	17	1	16	2

*Two without department chair votes

DEC - Department Evaluation Committee
CPC - College Personnel Committee
UPC - University Personnel Committee

Grant opportunities

Biomedical Engineering Research Grants (Whitaker Foundation) — Support of medical research projects involving innovative use of engineering techniques or principles. Preliminary Proposal due Feb. 1.

Edward W. Hazen Foundation — Major interests are focused on young people and values, primarily in educational programs at the secondary school level, that include action and research in the following categories: 1) those concerned with environments where young people live, study or work, particularly in troubled metropolitan areas; 2) those that nurture the formation of constructive values by young people; 3) those that increase the competence of teachers and others in their work with young people; and 4) those that improve the state of the art in education through experimentation and research. Due Feb. 1.

New Investigators in Information Science and Technology (NSF) — This program awards to principal investigators who: 1) have earned a PhD in a field related to information science, including the information, computer, cognitive, social and mathematical sciences, linguistics, economics, and engineering; 2) will have held the PhD for no more than five years 3) are citizens or permanent residents of the United States and 4) have not previously received an award as principal investigators for research in information science and technology from an agency of the U.S. Government. Supports basic and applied research in information science and technology in three related programs: Information Science, Information Technology, and Information Impact. Due Feb. 6.

Reform of the Civil Justice System (AETNA Life and Casualty Foundation, Inc.) — Support for the development and evaluation of alternative systems for resolving disputes between large organizations and disputes at the neighborhood level. Due Feb. 15.

Retirement Research Foundation — To increase the availability and effectiveness of community programs in nursing homes and employment and volunteer opportunities for older persons. To support basic, applied, and policy research which seeks causes and solutions to significant problems of the aged. Due Feb. 15.

Occupational Safety and Health (NIOSH) — Research and demonstrations relating to innovative methods, techniques, and approaches for dealing with occupational safety and health problems in the general industry and in the mining industry. Due March 1.

National Medical Enterprises — Sponsors organizations attempting to improve quality of health through preventive health maintenance programs including those stressing improved health information, diet, and physical fitness; and organizations seeking to improve the mental health of Americans through occupations and life style improvements. No due date.

For further information, please contact Nancy Morgan, x2671.

Visitor lectures on VLSI Layouts

A Johns Hopkins professor will lecture today, Wednesday, Jan. 16, at 2 p.m. in Portable Classroom 2, Room 110, on Transformation of VLSI Layouts. The talk is open to all who are interested.

Dr. S. Rao Kosaraju is holder of the William B. Kouwenhoven, Professor in Electrical Engineering and Computer Sciences chair, and his appearance is sponsored by the Charles N. Millican Endowment in Computer Science. He also spoke on campus Monday and Tuesday.



Loren Knutson
Recreation Director
says...

BB LEAGUE

Recreational Services is organizing a no press, no fast break Intramural Basketball League just for faculty and staff who love to play the game but don't feel up to running with the kids anymore. The games, scheduled around your availability, are played in the gym on Monday through Thursday evenings at 7, 8, 9 or 10 p.m. (one game per week) from Jan. 28 through March 7.

You can form a team from your area of campus and join the leagues or sign up individually and get put on a team. We need at least four teams (2 are already in the making) for the league, so hitch up your socks and join the fun.

Call Loren Knutson, Rec Services Director, at x2408 or stop by RS 101 for more information.

NOON FITNESS

The Recreational Services noon-time fitness classes are off and sweating and if you spend 12 - 1 p.m. eating lunch you are missing the health and fitness opportunity of a lifetime. \$10 gets faculty/staff into one or both classes - Free Exercise (M, W, F) and Aerobic Dance (T & Th). Call x2408 for more information or stop by the Education Bldg. MPR at noon any day and join a healthy/happy bunch who exercise for lunch.

1 CLUB GOLF

The first "Home on the Range" golf event of the spring semester, a one-club tournament, is scheduled for Friday, Jan. 18 on the 6-hole UCF golf range course. The course is unique and challenging and does have a real green. Sign up at RS 101 and pick your T-off time at 12:30, 2, 3:30 or 5 p.m. Call x2408 for details.

FAC/STAFF TOO!

This is a reminder that all Intramural sports activities are open to all faculty and staff members of UCF and are free. Upcoming sign-up dates are basketball (Jan. 22), Soccer (Jan. 23), Golf (Jan. 17), Coed Supersports (Jan. 24), Disc Golf (Jan. 31), Free Throw Shootout (Feb. 4-7), Racquetball Singles (Feb. 6) and many more throughout the year. Stop by the office next to the pool and pick a handbook and yearly activity schedule.



Wednesday, Jan. 16

Country Fried Steak
Quiche Lorraine *
Carved Ham

Thursday, Jan. 17

Eggplant Parmesan
Beef Stroganoff *
Carved London Broil

Friday, Jan. 18

Perch Parisienne
Beef Burritos
Club Steaks **

Monday, Jan. 21

Grilled Liver and Onions
Turkey Ala King *
Carved Roast Beef

Tuesday, Jan. 22

Chili Nachos *
Veal Scallopini
Carved Roast Pork

Wednesday, Jan. 23

Broiled Chopped Steaks *
Chicken Pot Pie
Carved Ham

* **Daily Special** includes entree, two vegetables, dinner roll and beverage \$2.60.

** **Special** includes (6 oz.) Sirloin steak, two vegetables, dinner roll and beverage \$3.50 plus tax.

Employment Opportunities

UCF is an Equal Opportunity / affirmative action Employer

For resume of current openings, call Career Opportunity Line, 275-2778

The following is a list of positions currently in the recruitment process. It is the responsibility of the individual interested in state employment to complete successfully any required performance and/or written exams prior to being considered for a specific job opening. Because of limited facilities we administer career service tests by appointment only, on a limited but continuous basis. If you are unable to schedule an exam for a current vacancy before the posted closing date, we encourage you to proceed with the exam so that you will be eligible for the next position in that class which becomes available. All scores are valid for eighteen months. For further information and test appointments, call 275-2771. All inquiries must be made through the personnel office for systematic handling.

Faculty positions available — see state university system position vacancy announcements.

Administrative & Professional

DIRECTOR, UNIV. PERSONNEL RELATIONS (Human Resources) Graduation from college with courses in personnel and business administration, or any equivalent combination of experience and training. Five years experience in personnel administration, three of which shall have been in a supervisory position. Considerable knowledge of personnel policies, procedures and regulations. Considerable knowledge of state personnel budgeting policies and procedures. \$32,570.00-58,600.00; \$1,247.89. 02/01/85.

Career Service

LAW ENFORCEMENT INVESTIGATOR II (Police Dept.) Three years of sworn law enforcement or sworn investigative experience. College education can substitute at the rate of 30 semester or 45 quarter hours per year for a maximum of one year of the required experience. Written exam. Prefer law enforcement certification from Criminal Justice Standards and Training Commission. \$18,729.36-25,076.88; \$717.60. 01/17/85.

INSTRUMENT MAKER/DESIGNER (FSEC/Cape Canaveral) Four years of experience in instrument making or precision tool making. \$15,994.08-26,371.44; \$612.80. 01/17/85.

ELECTRONIC TECH. II (Brevard Campus) Completion of a training course in electronics and two years of experience in the installation, maintenance and repair of electronic equipment. Prefer supervisory skills and computer networking experience. \$13,467.60-21,986.64; \$516.00. 01/17/85.

SECRETARY SPEC. (Registrar) Graduation from high school and two years of secretarial and/or clerical experience. Typing Exam. \$9,834.48-15,660.00; \$376.80. 01/17/85.

INFORMATION SPECIALIST I (Public Affairs) Bachelor's degree. Experience in

news reporting, editing, public relations, public information, advertising, marketing, mass communications or journalism can substitute on a year-for-year basis for the required college education. \$12,089.52-19,564.56; \$463.20. 01/17/85.

SENIOR OPERATING ENGINEER (HVAC Plant) One year of experience in the operation and maintenance of heating and/or air condition equipment. \$12,089.52-19,564.56; \$463.20. 01/17/85.

CLERK TYPIST III (Registrar) High school diploma or its equivalent and two years of clerical experience. Typing exam. \$8,915.76-14,073.12; \$341.60. 01/17/85.

SENIOR SECRETARY (Dean's Office/Educational Foundation) Graduation from high school and two years of secretarial and/or clerical experience. Typing exam. Position in Dean's Office: prefer experience on IBM Displaywriter and dictaphone. Position in Educational Foundation: prefer shorthand, accounting and word processing experience. \$10,857.60-17,434.80; \$416.00. 01/24/85.

SENIOR OPERATING ENGINEER (Utilities Plant) One year of experience in the operation and maintenance of heating and/or air condition equipment. Rotating shifts, changing every six years. \$12,089.52-19,564.56; \$463.20. 01/24/85.

CLERK TYPIST III (Psychology) Graduation from high school and two years of clerical experience. Typing exam. Prefer Apple II word processing experience. \$8,915.76-14,073.12; \$341.60. 01/24/85.

WORD PROCESSING SYS. OP. II (Computer Svcs.) Graduation from high school and one year of experience in the operation of word processing equipment. Temporary thru March 10, 1985. Prefer experience on IBM Displaywriter. \$9,834.48-15,660.00; \$376.80. 01/24/85.

CLERK TYPIST II (Health Services/Registrar - 3 positions) Graduation from high school and one year of clerical experience. Typing exam. Two positions. Hours: Monday - Friday 9 a.m. to 5:30 p.m. Monday - Friday 2:30 p.m. to 11 p.m. Registrar's has: 8 a.m. to 5 p.m. \$7,788.24-12,110.40; \$298.40. 01/17/85.

OPS Temporary

LIBRARY TECH. ASSISTANT I (Library) Graduation from high school and two years of library experience. Prefer music background. Hours: Monday - Friday 8 a.m. to noon. \$5.20/hr. 01/17/85.

CLERK III (Registrar) Graduation from high school and two years of clerical experience. Temporary thru June 7, 1985. \$4.08/hr. 01/17/85.

CLERK TYPIST II (Health Services) Graduation from high school and one year of secretarial and/or clerical experience. Typing exam. On call basis for clerical relief roster. \$3.73/hr. 01/17/85.

REFRIGERATION MECHANIC (HVAC/Utilities) Two years of experience in the operation and maintenance of air conditioning and refrigeration systems. Prefer experience in pneumatic controls for air handling equip-

ment. \$6.11/hr. 01/17/85.

STOREKEEPER I (Education) Two years of clerical, supplies or storekeeping experience. Twenty hours per week. Evening and/or weekend work required. \$5.00/hr. 01/17/85.

Classified

This is a free service
to fulltime UCF employees

FOR SALE

Refrigerator/freezer, used 22 cu. ft. side-by-side Hotpoint, with ice maker and cold water dispenser. \$275. Call Shirley at x2231 or 281-6533 after 5 p.m.

1980 Mazda RX-7, top condition, AC, AM/FM cassette stereo, charcoal gray, \$6,400. Call Burt Pryor at x2681 or 678-3596.

25 Acres in Tennessee, north of Chattanooga. Fenced, beautiful. Maps, pictures available. Ext. 2314, UCF, or 277-7697 eyes.

5-piece wood dinette, circa 1920, \$75; Tappan Range, \$50; Office chairs, \$15; Sec. chair \$18; Complete kitchen cabinets with sink and disposal \$100; chair and ottoman \$50; misc. chairs \$10 to \$30; infant car seat \$20; girls clothing 1-4 years, misc. prices. Call 647-7529.

Mags - 4 VW 15" mags for "Hot Bug." \$100; **Honda Dirt Bike**: 1981 CR80, never raced, excellent condition, \$375; **Speed roller skates/equipment**: boots, all leather, 1 pr. high top, 1 pr. low top, Rydell. Special speed wheels. Lazer plates. Fackner bearings. Complete racing equipment and supplies. Misc. prices; **Antique rocker**: large, very ornate, original, no damage or repairs, 1890 Circa, \$200. Call Doris at x2304 or 671-6262 from 5:30 to 10:30 p.m. or weekends.

FOR RENT

One bedroom with shared bath, kitchen privileges, full use of home in Fairways Country Club, 4 miles from UCF. Rent \$150, plus 1/3 utilities. Call Shirley at x2231 or 281-6533 after 5 p.m.

Condo, in Winter Park, new 2 bdrm, 2 bath, poolside. Fireplace, screened patio, all appliances. Tennis, pool, clubhouse, walk one block to shopping and mini bus, \$650/mo. Call 647-7529.

WANTED

Carpool, any full time faculty/staff member living in the Melbourne, West Melbourne, Palm Bay area, or any points south, wishing to form a carpool, is asked to call Karen Torpy, UCF Police, x2165. If one is already in existence, please let me know too. Thank you.

The UCF Report

The UCF Report is the University of Central Florida's official publication, whose purpose is to inform the University community through announcements, official memoranda and items of general interest. Publication and announcements and official memoranda about University policy and procedures in The UCF Report constitutes official notice to faculty and staff. The UCF Report is a weekly publication most of the regular academic year and biweekly during the summer sessions, at a cost of \$180 per issue, or 75 cents per copy, paid for by the Office of Public Affairs, ADM 395-J, x2504.

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Editor: Don Rider
Editorial Assistant: Judy Schmitt
Photographer: Tom Netsel
Typographer: Jacqueline Ward

OFFICIAL To Spotlight the UCF BALLOT Employee of the Month

I nominate _____ to be
UCF SPOTLIGHT EMPLOYEE OF THE MONTH for FEBRUARY. (Nominee must have been employed for at least one year.) Faculty and A&P personnel may also nominate a career service person for this award. Rationale for nomination. (i.e. job performance, dependability, attitude, etc.)

Cut out ballot and return to Jim Liggett, Bookstore, by Jan. 23.

Signed _____